



This report is authorized by law 29 U.S.C. 2. Your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics and the State Agency collecting this information will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

Form Approved
O.M.B. No. 1220-0011

Report Number	Industry	We estimate that it will take an average of 5 minutes to complete this form each month including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.
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For Location:

Please retain for your records

: 1-

A. Contact person, in case of questions: Title Phone Number FAX Number
Your Name E-mail Address

B. The units covered by this report are operated by: ☐ State government ☐ Local government

C. Please check all that apply: Employees are paid ☐ each week ☐ every 2 weeks ☐ twice a month ☐ once a month
☐ other, specify: _____

D. Please complete columns 1 - 3 for the pay period(s) which includes the 12th of the month. Detailed directions are on the back.

Reference Period	(1) All employees: Report the number of paid employees who worked during or received pay for any part of the pay period that includes the 12th of the month	(2) Women Employees: Report the number of employees from column 1 who are women	(3) Faculty Members: Report the number of employees from column 1 who are faculty members	(4) C o m m o d e n e t
12=DEC				
01=JAN				
02=FEB				
03=MAR				
04=APR				
05=MAY				
06=JUN				
07=JUL				
08=AUG				
09=SEP				
10=OCT				
11=NOV				
12=DEC				

E. Please report comments on significant changes in your employment on the back. Also list the corresponding comment code in column 4.

Detailed Directions for Entering Data

For what time period should I complete this form?

Complete this form for the pay period that includes the 12th day of the month. Payroll and hours (Part D, columns 4-6) should be reported for the entire pay period checked in Part C, regardless of its length.

If (one of) your pay period(s) is Monday through Friday, and the 12th falls on a Saturday, please report for the week of the 6th through the 12th. For a Monday-Friday payroll, when the 12th falls on a Sunday, report for the week of the 12th through the 18th.

Column 1 All Employees:

Enter the total number of persons who worked full- or part-time or received pay for any part of the pay period including the 12th of the month.

Include in "All Employees":

teachers
administrators
custodial and cafeteria workers
counselors, librarians, coaches
other non-teaching personnel
students employed on your payroll
paid members of religious orders
persons on paid vacation
persons on paid sick leave
persons on other paid leave
part-time employees
trainees

Exclude from "All Employees":

pensioners
volunteers
partners of unincorporated firms
contractors and their employees
persons on strike the entire pay period
persons on leave without pay the entire pay period
armed forces personnel on active duty the entire pay period
school trustees and school board members serving without pay

Notes to Universities and Colleges:

Exclude from this report employees of hospitals serving the public, agricultural extension service units, and agricultural experiment stations or farms.

Column 2 Women Employees

Enter the number of employees from column 1 who are women.

Column 3 Faculty Members

Enter the number of employees from column 1 who are regular members of the faculty of this institution or school system. Regular members of the faculty are considered to be professional or "certified" employees who have a contractual arrangement (written or otherwise) for one or more years.

Include principals, teachers, counselors, and other professional personnel.

Exclude custodial personnel, cafeteria workers, secretaries and clerical workers, groundskeepers, maintenance workers, and other non-faculty personnel.

E. Your Comments. Enter below the main factors responsible for significant month-to-month changes. Examples are: Increase in school enrollment, vacation, summer school. Please enter the comment code on the front of the form in column 4.	Seasonal Increase = 01	Seasonal Decrease = 02	More business (expansion) = 03	Less business (contraction) = 04	lockout, or other labor dispute = 08	Employment returns to normal = 19	Adverse weather conditions = 50	Return to normal following adverse weather conditions = 55	Please write any other comments here. Your comments are important and are used to understand the economic meaning of the data.
JAN									
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